



Planning, Implementation, Measurement, and Information Technology Workgroup

Meeting Notes

TO:

Barb Ritter, Heather Wiegand, Stacey Varela,
Mary Al-Shomaly, Craig Holderbaum, Teresa
Duhl, Andrea Kuhn, Rich Burgis, Dean
Feldpaush, Mikki Myszak, Denise Dunn, Vanessa
McDonald

FROM:

Nancy McCrohan, PPA

SUBJECT:

Planning, Implementation, Measurement,
and Information Technology Workgroup
Meeting Notes, September 30, 2008

DATE:

10/08/2008

Public Policy Research,

Development,

and Evaluation

Attendees

Barb Ritter, MSHDA
Stacey Varela, West Michigan Therapy, Inc.
Craig Holderbaum, Harmony Way Community Church
Teresa Duhl, Wayne-Metro Community Action Agency
Rich Burgis, DHS
Nancy McCrohan, PPA
Scott Southard, PPA

Jeffrey D. Padden

President

Discussion Items**Introductions**

The meeting opened with each of the group members introducing themselves. Barb will be acting as the workgroup's chair and will be a conduit to the Departmental Resource Team. She will be key in fostering collaboration between this group and the other workgroups. The meeting was presented on Go-To Meeting. Nancy McCrohan, the workgroup facilitator from PPA, walked the group through the agenda and discussed the phone etiquette for the conversation moving forward.

The group needs a co-chair. There are no specific guidelines for the position, and the work of this specific member is to be defined. It was decided that it will be further discussed at the October 15 meeting. Workgroup members are recommended to consider the position between now and October 15 to see if they will be interested.

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Group Membership

Barb and the group discussed other communities and individuals that could be brought into the group. To help define what the group already represents, each group member discussed their region. Barb wondered if she should recruit someone as well from a more rural community.

Campaign History

Barb discussed the history of the campaign and technology's place in that history. An overview of the campaign was presented. Our workgroup is one of five statewide workgroups. Our workgroup is to ensure that data and technology are available to support the work of the Campaign moving forward.

Charter

The mission of the charter was discussed. The strategic issue for our group is to "Develop data systems infrastructure that documents need and promotes systems change for ending homelessness." For the sake of coordination with the other workgroups (as well as the previous work), it is important that the workgroup reviews 2006 policy academy recommendations as a starting point for our discussions.

All of the workgroups are working off a charter template. The strategic issues in it are to be tailored specifically for each group. It was discussed that in our workgroup's charter, we should add some language about providing consultation, and make this more explicit.

The Scope of the Work

We must remain aware of our scope of responsibility. We need to be a catalyst to help move the plan and other work forward. This means we do not necessarily personally take up each action that is needed to address our strategic issue, but to ensure that action happens and track progress.

Our group will need to investigate before finalizing our scope/charter. Barb recommended that the group review different ten-year plans and think of related basic measures. What are the common items over 60 different plans? This could help define the scope of the work over time. All group members were invited to share their ten-year plans at future meetings.

Barb suggested that each group member should have a seat on their community's respective continuum of care or ten-year planning committees, to help us understand local data needs. Barb asked about each member's ten-year plan and experience on these committees. In some cases, there is no distinction between these two committees.

Our workgroup discussed that our strategic issue may need to include emphasis on providing consultation to other groups on data-related issues, that our work is interactive. We must be flexible in our approach.

What will be the workgroup's short-term and long-term objectives? Rich noted some concern with some of the first deliverables. There should be a study process before creating a product. The hope is that other workgroups will consult with our workgroup. Our plan should reflect that hope clearly.

Data and the Existing Data Systems/Presentations

The workgroup discussed learning about the various data sources available and potential deliverables from this workgroup. MSHDA is making an interactive Web site. It could help communities frame their ten-year plan online. Census data would be important to give context to ten-year plans. The workgroup discussed the possibility of populating report cards on the Web. Another possibility is providing training to others, including train the trainers, to maximize use of this tool. It must be easy for people to interact with this tool.

It is crucial that each member has knowledge of the various data systems available and working today. Over the course of the meetings of the workgroup, the different systems will be presented. It is envisioned that each of these presentations will be about an hour. The following ideas for presentation on data were discussed:

- Barb asked Rich to speak to the group about Data Warehouse.
- Rich will also discuss Shadow. He has slides on the work. He will combine both this and the Data Warehouse discussion for October 15.
- It was decided that Barb will discuss HMIS.
- There is a need for someone to present on census data.
- Stacey will present her annual report. She is currently working on it.
- Stacey will discuss retrospective cost study.
- Andrea will be asked to present her annual report as well.
- Barb will discuss the work being done in Kalamazoo.
- The Web site will also be discussed on October 15. This involves MSHDA's new partners, PACE and Partners.

Measuring Success

Potential roadblocks were discussed. We need data to evaluate systems response and community response. One difficulty for the workgroup is the fact that each person's path through the current system is unique. Barb discussed her experience with mapping, showing how people progress through the system. Sharing of data is important to get a clear picture of client services.

We need to define success indicators for our workgroup. What are the goals of the work over time? What will be the deliverables for the workgroup? We have several deliverables that we are responsible for, per the charter, such as quarterly reporting on milestones. But we need to determine what else makes sense for our workgroup.

Tasks Completed

A plan among the workgroup was formed to move forward on:

- Creating a new charter.
- Creating an action plan for the workgroup.
- Preparing a series of presentations related to data for the workgroup, building the base of knowledge of the workgroup as a whole.

Tasks Assigned

- Nancy will follow up with workgroup members that did not attend this meeting. She will also track the participants over the extent of the workgroup (one to two years). The hope is to have monthly meetings as the work begins. Nancy will update the roster.
- Nancy and Scott will craft a summary of today's meeting to share with the workgroup. They will ensure that it documents the data systems that we want to learn about.
- Nancy will add some language to the charter to reflect today's input, to launch the next discussion. The workgroup will work on revising the charter on October 15.
- A work plan will be needed by the end of October to show how the group plans to attack the different strategic issues for the Campaign. Each of the workgroup members will come prepared to the October 15 meeting to discuss some of the options (data and otherwise) for the work plan.
- Rich will try to find someone to speak to the workgroup about census data.
- Media will be needed for the October 15 meeting. Nancy will supply the necessary equipment.
- Nancy will send out to everyone in our workgroup the strategic issues and recommendations from the 2006 policy academy, including material related to the data workgroup.
- Nancy will also be creating a template for an action plan for the workgroup. The workgroup can start plugging their information into the template at the meeting on the October 15.
- It was requested that Vanessa McDonald be added to the workgroup. Barb will contact Vanessa McDonald and Denise Dunn with invitations to join the workgroup
- Barb will obtain any report available from MSHDA that documented their content analysis of the ten-year plans.
- In the future, Nancy will send reminder e-mails to the workgroup prior to the meetings.

Next Meeting

The next meeting of PIMIT will be held at the Kellogg Center in East Lansing on October 15, 2008, from noon until 5:00 p.m. The meeting will start with lunch.